





Office of Workforce Development and Performance Management

Third Quarter Training Calendar

April 2011				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	<p>5 New Supervisors Workshop (9:00 am-4:00 pm) Room H1412 Audience: New Supervisors (DAY 1)</p> <hr/> <p>Intermediate Word 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees</p>	<p>6 New Supervisors Workshop (9:00 am-4:00 pm) Room H1412 Audience: New Supervisors (DAY 2)</p> <hr/> <p>Writing Accomplishments (10:00 am -11:30 am) Room H7855 Audience: All Employees</p>	<p>7 New Supervisors Workshop (9:00 am-4:00 pm) Room H1412 Audience: New Supervisors (DAY 3)</p>	8
11	<p>12 Advanced Word 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees</p> 	<p>13 Writing Accomplishments (10:00 am -11:30 am) Room H7855 Audience: All Employees</p>	<p>14 How to Conduct Mid Year Assessments (10:00 am – 11:30 am) Room H7855 Audience: All Employees</p>	15
18	<p>19 Writing Accomplishments (2:00 pm – 3:30 pm) Room H7855 Audience: All Employees</p>	<p>20 The Administrative Grievance Process (2:00 pm-3:30 pm) Room H7855 Audience: Managers/Supervisors</p>	21	22
25	<p>26 Federal Resume Writing (10:00 am – 11:30 am) Room H7855 Audience: All Employees</p>	<p>27 Monitoring Probationary/Term Appointment Briefing (10:00 am-12:00 pm) Room H7855 Audience: Managers/Supervisors</p>	<p>28 Introduction Access 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees</p> 	29

May 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Awards Overview (10:00 am-11:30 am) Room H7855 Audience: All Employees	4 Reasonable Accommodations (10:00 am-12:00 pm) Room H7855 Audience: Mangers/Supervisors	5 Introduction Excel 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees 	6
9	10 Advanced PowerPoint 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees 	11 Maintaining Discipline Within the Workforce (Taking Conduct Based Actions) (2:00 pm – 3:30 pm) Room H7855 Audience: Managers/Supervisors	12 Leave Error (10:00 am-11:30 am) Room H7855 Audience: Timekeepers	13
16	17 Leave Restriction (1:00 pm-3:00 pm) Room H7855 Audience: Managers/Supervisors	18 Federal Resume Writing (10:00 am – 11:30 am) Room H7855 Audience: All Employees	19 Intermediate Excel 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees 	20
23	24	25	26	27
30 FEDERAL HOLIDAY 	31			

June 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Addressing Poor Performance (2:00 pm - 3:30 pm) Room H7855 Audience: Managers/Supervisors	2	3
6	7 Leave Entitlements (10:00 am – 12:00 pm) Room H7855 Audience: Managers/Supervisors	8 Understanding the Performance Management Process (10:00 am – 11:30 am) Room H7855 Audience: All Employees	9 Introduction Word 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees 	10
13	14 Intermediate Access 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees 	15 How to Conduct End of Year Assessments (10:00 am to 11:00 am) Room H7855 Audience: Mangers/Supervisors	16 Addressing Poor Performance (2:00 pm - 3:30 pm) Room H7855 Audience: Managers/Supervisors	17
20	21	22 Documenting Your Performance Accomplishments (10:00 am to 11:00 am) Room H7855 Audience: All Employees	23 Intermediate Word 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees 	24
27	28 CAPS Performance Briefings (2:00 pm – 3:30 pm) Room H7855 Audience: Managers/Supervisors	29 5 Level Performance Briefings (2:00 pm – 3:30 pm) Room H7855 Audience: Managers/Supervisors	30 Advanced Excel 2007 (9:00 am – 4:00 pm) Room5022 Audience: All Employees 	